Individuals Authorized Access to the CMS Computer Services (IACS) User Group Administrator (UGA) New User Registration – Quick Reference Guide

This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS User Group Administrator. This guide also includes instructions to log in to IACS for the first time and change your temporary, one-time password.

A User Group Administrator is the person who can register the User Group within an Organization and update the User Group profile information in IACS. There can be multiple User Group Administrators for the same User Group within an Organization. The User Group Administrator is trusted to approve the access requests of End Users for that User Group. The User Group Administrator is approved by the Security Official or Backup Security Official. This guide assumes the User Group Administrator will create a User Group during registration.

The Steps for IACS New User Registration for a User Group Administrator are:

Step	Action	Screen Displayed
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 2	Read the contents of the CMS Applications Portal WARNING / REMINDER screen. Select the Enter CMS Applications Portal button.	CARTA CONTROL S AND MANAGEMENT OF MANAGEMENT STATE OF THE CONTROL
Step 3	Select the <i>Account Management</i> hyperlink on the menu bar toward the top of the CMS Application Portal Introduction screen.	CENTRAL CONTRACTOR Medicare S.

Step	Action	Screen Displayed
Step 4	Refer to the <i>Help Resources</i> portion of the screen and record the contact information for your Help Desk.	Contain to Medical & Section Section 1. Description
	Note: If you need assistance with the registration process, contact your Help Desk.	This Security Finally Construction and wheat distributed on constructs to the Entered Security Securi
	Select the New User Registration hyperlink on the Account Management screen.	
Step 5	Select a CMS User Community on the New User Registration Menu for CMS User Communities portion of the screen by selecting the link that best describes your business relationship with CMS.	Consideration of the first the following of the first term of the
	For example: Select the Provider/Supplier Community hyperlink if you belong to the Medicare Provider Community.	
	Note: From time to time, additional applications may be added to IACS. When this occurs, a new section entitled New User Registration Menu for CMS Applications will be added to the bottom of the New User Registration Menu screen which will allow users to register for these new applications.	
Step 6	Read the Terms and Conditions - Privacy Act Statement.	Contains for Medicane & Medicaid Schnicks Individual Authorized Access to the CMS Computer Services (ACS) Terms and Conditions Toy and printing and contains and in the case in the application of the action of the case in the application of the action
	Select the I Accept the above Terms and Conditions box.	The information on the web from is collected and maintained under the authority information is used for excepting, mentalities, treating, and reporting arbitrarily are to the set of the collection of the collec
	Select the <i>I Accept</i> button.	[MANUAL] [MANUAL]

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Step	Action	Screen Displayed
Step 7	Select the role of <i>User Group Administrator</i> on the New User Registration screen by selecting the radio button to the left of the <i>User Group Administrator</i> role. Select the <i>Next</i> button.	CONTROL OF Medicates S. Medicates Scriptors Leading Registration Control of the Control of
Step 8	Read the User Group Administrator - Terms and Conditions. Select the <i>I Accept the above Terms and Conditions</i> box. Select the <i>I Accept</i> button.	User Group Administrator - Terms and Conditions Financial part of the conditions of
Step 9	On the New User Registration screen enter the required information in the <i>User Information</i> fields, as follows: Enter your name, date of birth and Social Security Number (SSN) exactly as it is on file with the Social Security Administration (SSA).	CASS Contract Name In Number Institute CASS Contract Name In the CASS (compare of Number Institute) Interdiscus Submitted Autors to the CASS (compare for Number Institute) Interdiscus Submitted Autors to the CASS (compare for number Institute) Interdiscus Submitted Autors to the CASS (compare for number Institute) Interdiscus Submitted Institute Inter
	Note: Your first and last name, SSN and date of birth will be validated against data at the SSA. Enter your email address.	
	Select the <i>Next</i> button.	

Step	Action	Screen Displayed
Step 10	If SSA validates your SSA information successfully, the Email Address Verification screen will appear. Leave this screen open while you proceed to the next step. Note: You will have 30 minutes to complete Steps 11 and 12. Note: If your SSA information cannot be validated, please, contact your local SSA office. Contact information can be found at http://www.ssa.gov on the SSA website.	Individuals Authorized Access to the CMS Computer Services (IACS) E-mail Address Verification Individuals Authorized Access to the CMS Computer Services (IACS) E-mail Address Verification Individuals Authorized Access to the CMS Computer Services (IACS) Press and the CMS of the CMS Computer Services (IACS) The services are the cost in the Services (IACS) The services are the cost in the Services (IACS) The services are deposited and and services to the Access (IACS) The services
Step 11	Go to your email inbox and open the message with the email <i>Verification Code</i> . The subject line will read: Email Address Verification. Record the Verification Code provided.	You are receiving this email in response to a Registration request being submitted by you in IACS. Please enter the following code in the Registration window to complete verification and proceed with your request. Verification Code: <your appear="" code="" here="" will=""> Thank you, IACS Please do not reply to this system generated email.</your>
Step 12	Enter the <i>Verification Code</i> in the <i>Verification Code</i> field on the Email Address Verification screen. Select the <i>Next</i> button.	Individuals Authorized Access to the CMS Computer Services (IACS) E-mail Address Vierification In small has been serviced for CMS Computer Services (IACS) E-mail Address Vierification In small has been serviced for the CMS Computer Services (IACS) In small has been serviced for the CMS Computer Services (IACS) In small has been serviced for the CMS Computer Services (IACS) In small has been serviced for the CMS Computer Services (IACS) In small has been serviced for the CMS Computer Services (IACS) In small has been serviced for the CMS Computer Services (IACS) In small has been serviced for the CMS Computer Services (IACS) In small has been serviced for the CMS Computer Services (IACS) In small small for services (IACS) In small small for small for the CMS Computer (IACS) In small small for small for the CMS Computer (IACS) In small small for small for the CMS Computer (IACS) In small small for small for the CMS Computer (IACS) In small small for small for the CMS Computer (IACS) In small small small for the CMS Computer (IACS) In small sma

Step	Action	Screen Displayed
Step 13	Enter the required information in the <i>Professional Contact Information</i> fields on the New User Registration screen. Note: The fields in the <i>User Information</i> portion of the screen have been pre-populated and cannot be changed at this point. Note: The <i>Country</i> input field is prepopulated with the United States and cannot be modified.	Content Medicane & M
Step 14	Note: This Quick Reference Guide covers steps for creation of a provider user group. Select the appropriate radio button option to the right of the Action label in the Access Request portion of the New User Registration screen. The radio buttons are: • Create a Provider User Group – Will create a user group within the Organization. • Create a Surrogate User Group – Will create a user group for an entity that works on behalf of the Organization. • Associate to an Existing User Group — Will associate to an existing user group in the selected Organization. Note: Access to CMS applications may be restricted, based on your User Group membership.	Access Regient State Principle Can Displayer State Control Transcription Can Displayer Control Submigate Can Displayer Can Dis

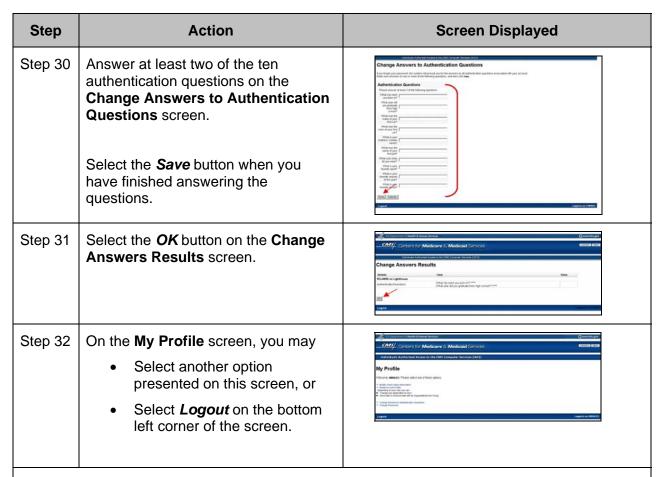
Step	Action	Screen Displayed
Step 15	Enter <i>Organization Search</i> information in the <i>Organization Search</i> fields. Provide, at a minimum, all or part of the Business Name of the Organization and the State or Territory in the Organization's address. Note: The <i>Country</i> input field is prepopulated with the United States and cannot be modified.	Copportation Search
	Select the Search button.	
Step 16	Select your <i>Organization</i> from the drop-down list in the <i>Organization(s)</i> field in the <i>Organization Details</i> area of the screen.	Coperination Details Separate Coperination on the list of large process is the process of t
Step 17	The screen will refresh and will display a new <i>User Group Information</i> area. Note: The title of this portion of the screen will depend on the type of user group that was selected in an earlier	Access frequent times from the first frequency of the first of the fi
	step.	
	Enter the required <i>User Group</i> information in the <i>User Group Information</i> area which is in the <i>Access Request</i> portion of the screen.	

Step	Action	Screen Displayed
Step 18	Enter the reason you are requesting access in the <i>Justification for Action</i> field. Select the <i>Next</i> button.	Access Repaired Interligion Interligion
Step 19	Review the information on the Review Registration Details screen to make sure the information is correct and then select the desired button: • Submit – to submit the registration request • Edit – to return to the New User Registration screen to make changes to information you have entered, such as your Professional Contact Information • Cancel – to cancel your registration request.	CASE CONTROL S C

Step	Action	Screen Displayed
Step 20	Record your request's tracking number or print the Registration Acknowledgement screen by selecting the <i>Print</i> button to the right of the text. Note: You will need the request tracking number if you need assistance from your Help Desk. Select the <i>OK</i> button on the Registration Acknowledgement screen to complete your registration.	Community Control of Name Merican St. Medicand Scrytotto Section St. Control of Name Medican St. Medicand Scrytotto Individual St. Control of Name Medican St. Medicand Scrytotto Individual St. Control of Name Medican St. Medicand Scrytotto Registration of Name Medican St. Medic
	Note: The system will send you an email that contains the request tracking number. Contact your Help Desk if you do not receive this email within 24 hours.	
Step 21	Select the OK button in the Confirm Dialogue box to complete your registration.	Individuals Authorised Access to the CMS Computer Services (IACS) Registration Acknowledgement True CCI report to be been successful. The Accessful protection for manager These set to records an individual protection of the control of the con
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Step	Action	Screen Displayed
Step 22	Once your request is approved, you will receive two email messages.	
	 The first email message with subject Line, FYI: User Creation Completed – Account ID Enclosed, will contain your IACS User ID. 	
	 The second email message with Subject Line, FYI: User Creation Completed – Password Enclosed, will contain a temporary, one-time password. 	
	Note: Wait until you receive your IACS User ID and temporary, one-time password to continue to the next step.	
Step 23	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 24	Read the contents of the CMS Applications Portal WARNING / REMINDER screen.	Control Control Number Number Number Control Number Cont
	Select the Enter CMS Applications Portal button.	The Control of the Co
Step 25	Select the <i>Account Management</i> hyperlink on the menu bar toward the top of the CMS Applications Portal Introduction screen.	COST Application for Medican S Medican S Medican S Corporation Final Allows (See Tay) Franchisch Stag S Fast S Fa

Step	Action	Screen Displayed
Step 26	Select the <i>My Profile</i> hyperlink on the Account Management screen. Note: Your Help Desk contact information appears on the <i>Help Resources</i> portion of the screen.	CONTROL OF THE ANALYSIS AND AND ANALYSIS ANALYSIS AND ANALYSIS ANALYSIS AND ANALYSIS ANALYSIS AND ANALYSIS ANALYSIS AND ANALYSIS AND ANALYSIS AND ANALYSIS AND ANALYSIS AND AN
Step 27	Enter your new IACS <i>User ID</i> and temporary, one-time <i>Password</i> in the fields provided on the Login to IACS screen. These are the User ID and Password you received in the two email messages. Select the <i>Login</i> button.	License for Modicane & Medical Services License for Indiana (Services of Services (Services
Step 28	Enter your new <i>Password</i> on the Change Password screen in the <i>New Password</i> field. Enter the same new <i>Password</i> in the <i>Confirm New Password</i> field. Select the <i>Change Password</i> button.	CASS / Distriction of the Medicary St. Medicard Schriction Change Password The password being a large of present being
Step 29	Select the Change Answers to Authentication Questions hyperlink on the My Profile screen.	Commence of America Schools Services Control of Commence of Americans (Commence of Americans Commence of Commence



For information on how to request access to a CMS Application, please refer to the *IACS**Request Access to a CMS Application – Quick Reference Guide for Individual Practitioners, Organization Users, and Surrogate Users.